

DRAFT MINUTES
BROOKFIELD ECONOMIC DEVELOPMENT COMMISSION
Special Meeting

WEDNESDAY, October 29, 2014 6:00 PM – Room 133

Convene Meeting: Chair Kurfehs called the meeting to order at 6:06 PM and established a quorum of members:

Present: Chair Hal Kurfehs; Secretary Dave Matte; Commissioner Greg Dembowski; Commissioner Nancy Tolmoff; Commissioner Jim Fisher

Absent: Vice Chair Mara Frankel

Approval of Meeting Minutes (09/16/14): Commissioner Dembowski made a motion to accept the minutes as presented and sent by E. Cole Prescott. N. Tolmoff seconded the motion, and it carried unanimously.

Other Discussion relative to agenda topics:

CT Small Business Development Center (SBDC) – Nelson Merchan, Business Advisor CT SBDC, was present for this meeting. Commissioner Dembowski stated that one of Mr. Merchan's presentations was hosted in the past for the Jumpstart group, and Commissioner Dembowski noted that if this is something in which the Commission is interested, it would be very useful for others to also learn about the available tools offered by the SBDC. Chair Kurfehs stated that he has spoken with Pete Peterson also about having a monthly or bi-monthly event about any topics that would be helpful for businesses.

Other Discussion: Chair Kurfehs mentioned that Jim Fisher had spoken to Jeffrey LaJava, who is an adjunct professor at Post University, and who lives in Brookfield. Chair Kurfehs mentioned that he will speak with Jeffrey to determine if he would possibly be interested in joining the Economic Development Commission in the future.

Celebrate Connecticut/Report to State – Chair Kurfehs explained that last year the Danbury Fair Mall was one of the two businesses that received this award. Chair Kurfehs shared with the Commission some businesses who had earned the award in the past, such as Boehringer Ingelheim. Chair Kurfehs stated that he is gathering information for a report on the region to be presented in Hartford to the State at the annual Celebrate Connecticut reception.

Chair Kurfehs noted that he sent relevant information about Bethel Economic Development to the Commission, and he will continue to send out relevant information about other municipalities to the Commission. Commissioner Dembowski stated that he was impressed by the slides about Bethel, and he mentioned the metrics Bethel uses to measure economic development and progress throughout the town. Commissioner Dembowski mentioned that this idea of metrics would be beneficial for Brookfield, as there is currently no metric available to measure progress and development in Brookfield.

Chair Kurfehs stated that many towns in this region maintain full-time Economic Development Directors. Secretary Matte asked if the EDC in Bethel is volunteer, and Chair Kurfehs clarified that Bethel's EDC Director is part-time and there is also a volunteer EDC.. Commissioner Dembowski stated that a town with a volunteer Economic Development Commission could still establish some metrics by which to measure progress and

development. Commissioner Tolmoff asked if it would be possible to hire a part-time Economic Development representative for the Town.

Commissioner Dembowski asked if the Commission would like to create business metrics, and asked who would like to research how metrics are established. Commissioner Dembowski mentioned that current data available can be used to help with the research of this matter. Chair Kurfehs asked who on the Commission would like to research this information. Secretary Matte offered to research the matter in conjunction with another Commissioner. Commissioner Dembowski offered to take the lead to get templates together for the next meeting, and bring information he finds to the next meeting.

Permitting Process Flow Chart – Chair Kurfehs mentioned Newtown’s Permitting Flow Chart, which he had sent to the Commission via email earlier in the month. Chair Kurfehs highlighted the timing of the process. Chair Kurfehs mentioned that it is important for the EDC to be aware of what is happening throughout surrounding towns.

Development Services Team – Chair Kurfehs stated that the Town has created a Development Services Team. Chair Kurfehs distributed the contact information document for the members of the Development Services Team.

EDC Newsletter/Email List – Commissioner Dembowski mentioned that he had asked E. Cole Prescott how many contacts the EDC has in their Constant Contact account, and E. Cole Prescott had informed him that there were a total of 220 contacts. Commissioner Dembowski stated that not all members of the Business Directory have included their emails. He stated that he would like to build up the email database. He suggested that the Chairs of the Boards in Town could sign up for the EDC email list. Commissioner Dembowski asked how the email database can be built up, and he believes that every land use commissioner should be signed up to receive the email notifications. Commissioner Dembowski suggested that he and Chair Kurfehs contact each of the Chairs to sign up for the EDC newsletter. Chair Kurfehs mentioned that he will ask Katherine Daniel, Community Development Director, regarding any suggestions for this matter.

Connecticut Economic Resource Center (CERC): Commissioner Dembowski stated that the EDC is now a member of CERC, and he shared some of the information available through CERC with the Commission.

Chair Kurfehs stated that not all businesses are on CERC, as there are many other options such as Loopnet and CoStar. He stated that he is trying to get others to subscribe to CERC because they are missing out on inquiries available on CERC.

Economic Development Training – Open to the Public *began at 6:30 PM* – At this time, the Commission hosted Economic Development training. The following presenters shared information about economic development specific to Brookfield:

- Robert Santy, President and CEO of the Connecticut Economic Resource Center (CERC)
- Carmel Ford, Research Analyst at CERC

- Patrick McCann, Economic Development Director for Suffield, CT

A full video of the Economic Development Training may be viewed via [this link](#).

Adjourn – Commissioner Dembowski made a motion to adjourn at 8:35 PM, and Commissioner Tolmoff seconded the motion. The motion carried unanimously.